



UNLOCKING YOUR  
CHILD'S POTENTIAL

## “Bomb Threat Policy”

Agreed by Governing Body: 05.07.16.



## Introduction

Although the threat of terrorist violence is considered unlikely, recent events have shown that such threats can arise from both terrorists and those with simple malicious intent. To counter this threat, the school has in place a set of procedures for dealing with such threats.

## The Threat

The De Montfort School considers the safety and security of its children and staff above any other consideration.

The most likely threat to the school is from someone with a desire to disrupt the running of the school rather than from a terrorist organisation wishing to cause an outrage by exploding a bomb on the premises. **Unfortunately, this cannot be assumed and all threats, however outlandish they may appear, must and will be taken seriously.** It is the policy of The De Montfort School to evacuate the school premises upon receipt of a bomb threat or other threat of any explosive device to its premises.

## Sources of Threat

### *Telephone calls*

The most common form of notification of a bomb is that of a telephone call from the organisation concerned. If the school receives such a call, then the Immediate Actions listed below should be carried out. Staff taking calls will press the record button on the telephone system to record any suspicious telephone calls.

### *Packages*

Causes for concern could be packages delivered to the school or unidentified packages left on the premises. In all cases staff should not hesitate to question why the package is there and should equally not hesitate to carry out the Immediate Actions if their concerns are not **IMMEDIATELY** allayed.

### *Vehicle bombs*

In this event the Police should be notified immediately. Details required by the Police will include the registration number and description of the vehicle.



## Immediate actions in school hours

The following actions will be taken in the event of a threat occurring during the school day:

1. An immediate alert will be given to staff by SLT or an office staff member as soon as the threat is received. The fire evacuation bell will sound
2. Evacuate the school using the bomb threat evacuation procedure. Each class to follow their 'Emergency Evacuation Route' indicated on their classroom wall. All class teachers to account for their pupils and any additional adults working within their class and ensure they all exit the building. Teachers exit the building with their class from the nearest fire exit route. Any evacuation route should naturally avoid passing the location of a suspect package. As soon as the roll call is complete wait for further instructions.
3. If the roll call is incomplete, you should advise a member of SLT immediately
4. Ensure that no packages, bags or other possible bombs are removed during the evacuation.
5. Office staff to call the Police and give as many details as possible, using the aide memoir below.
6. Students and staff must not re-enter the school even once everyone has been accounted, until the Police confirm that it is safe to do so

## Immediate actions out of school hours

If a key holder is made aware of a bomb threat then they must inform the Police immediately. Equally, if the Police are made aware of a possible threat to the school, they will inform one of the key holders. Under no circumstances should a key holder or staff member carry out a search.

## Bomb threat aide memoir

### *Telephone threat*

Give all the information you have learned from the call.

Start the evacuation during the call if there is another person present to do this.

Think about the call:

- Start to record the call straight away
- Did the caller use a code word – the Police have access to the current list and can verify if it is a genuine code word or a hoax
- Content of the call – location of bomb, time of detonation
- Was the caller male or female
- Did they have a pronounced accent
- Background noises
- Reason for the call



## Packages and Vehicles

If you are suspicious – DO NOT TOUCH OR HANDLE THE PACKAGE IN ANY WAY. Unfortunately, it is often the touch or feel of the package that gives rise to suspicion. If you have inadvertently picked up the package, place it gently onto a firm surface where it can be clearly seen by Bomb Disposal Officers and LEAVE THE ROOM IMMEDIATELY.

### *When contacting the Police tell them:*

- Who you are and your job title
- Where you are calling from and the telephone number
- Why you are calling

### *Packages & Vehicles*

- Where the package is (details of location) and why you are suspicious of it
- Package size/bulk, appearance, smell and greasy marks, visible features (wires etc), addressed to?, postmark
- Is the recipient a likely target?
- When was the package found, and was any warning given?
- Who found it?
- What precautions are being taken?

Remember where the package is because the Police will want to examine the package, even if only from a distance! When moving the students into the safe areas, try to minimise exposure by moving along a route, which does not go past the package.

Any bomb involving a vehicle would cause a huge explosion and the only safe distance from such a device is the maximum that can be obtained. Move the students into a safe area, using buildings as a shield.

## Telephone Call

- Where possible, ask the following questions:
- Where is the bomb right now?
- Which site is it on?
- When will it explode?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Why?
- What is your name?
- What is your address?



- What is your telephone number?

Please try and remember as much as possible about the phone call to assist the Police with their investigation.

<b>Language</b> (eg well spoken, irrational, recorded message, offensive, incoherent)	
<b>Caller's Voice</b> (eg calm, crying, angry, slurred, excited, disguised, slow, familiar, accent and type of accent)	
<b>Background Noise</b> ( ie street noises, house noises, animals, crockery, motor, voices, music machinery, etc)	
<b>Other Remarks of Interest:</b>	
<b>Signed and Dated:</b>	



## Flow Chart of Procedure

